

~~FILED~~ *Records*
~~RETURN~~
RECORDS MANAGEMENT DIVISION

25X1A7b

Chief, [REDACTED]

Division

3 May 1956

Chief, Records Management Staff

25X1A7b

Audit of [REDACTED] Records Disposition Program

1. The attached revised Records Control Schedule was prepared for your division at the request of [REDACTED]

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2. The new schedule reflects changes brought about by the growth of the records covered in our survey in 1954 and the creation of new ones. The disposition plan for your records has been agreed to by key officials in your organization and should be placed in effect.

3. The records disposition program in your Division has shown considerable progress. During the eighteen months that the program has been in effect 119 cubic feet of inactive records have been retired to the records center. Also, based upon statistics developed during our last survey, I estimate that over 3,000 cubic feet of papers and records were destroyed during the same period. This is considered an excellent accomplishment in the records disposition program.

4. Your records holdings now amount to 1097 cubic feet, an increase of 120 cubic feet and approximately 12% since 1954. During this same period, however, 58 pieces of new filing equipment with a capacity of over 300 cubic feet were procured. Consequently sufficient equipment seems to be available to take care of normal growth for several years.

5. The file systems installed in 1954 are being followed generally and are considered to be effective by the personnel maintaining them. The difficulties experienced by the [REDACTED] in the maintenance of analyst files seem to be due to the lack of sufficient clerical personnel rather than a deficiency in the system. A standardized system still seems to be desirable and if some allowance is made for flexibility I am sure it will be successful.

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6. In order to provide your people with instructions on how to retire their inactive records and how to recall them from the Records Center, I suggest that you issue a Notice similar to the one attached as Enclosure 1.

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~~SECRET~~

7. I am pleased to report that your records program is effective and this can be attributed for the most part to the interest displayed by many of your key officials and the leadership of [REDACTED] who prepared the new schedule will be available at anytime you may need him.

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[REDACTED]
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ATTACHMENTS:

1. Proposed Notice
2. Inventory of File Equipment
3. Records Control Schedule (2 copies) ← *Record Copy filed in Records Disp. Br.*

MgtS/RMS/[REDACTED] jml (3May56)

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[Signature]
3/3/56